



OFFICE OF THE CITY MANAGER

50 S. Broadway

Lebanon, OH 45036

Phone 513-228-3102

sbrunka@lebanonohio.gov

November 8, 2018

White House Event Coordinator
Mr. Jared Small

Subject: October 12th President Trump Rally Invoice

Dear Mr. Small:

Attached is the invoice for City of Lebanon staffing and equipment support associated with the October 12th Presidential Rally that took place in the City. The rates and fees are established via our Special Events Administrative Order, which I have included with this letter and was previously sent to you via email on October 9th. The attached documentation provides a detailed breakdown of our costs from each department that provided support. The total amount being invoiced for support of the rally is \$16,191. Payment can be sent to:

City of Lebanon
Attn: Ms. Pam Stotts
50 S. Broadway Ave.
Lebanon, OH 45036

If you have any questions, please contact Ms. Pam Stotts in the Payroll and Personnel Department at 228-3115 or via email at pstotts@lebanonohio.gov.

Sincerely,

Scott Brunka
City Manager

POTUS RALLY CITY OF LEBANON INVOICE DETAIL

Public Works:

Employee	Vehicle #	Vehicle Type	Labor Pay Rate	Hours Worked	Labor Amount	Vehicle Rate	Vehicle Amount	Total Amount
Scott Horne	SS-1701	Tandum Dump	\$35.00	5.00	\$ 175.00	\$50.00	\$250.00	\$425.00
Kevin McKinney	SP-1701	F550 Dump	\$35.00	7.00	\$ 245.00	\$50.00	\$350.00	\$595.00
Chris Swank	SS-1304	F550 Dump	\$35.00	7.00	\$ 245.00	\$50.00	\$350.00	\$595.00
Scott Dane	SS-1601	Dump Truck	\$35.00	5.00	\$ 175.00	\$50.00	\$250.00	\$425.00
Mike Tong	SP-1801	Silverado 3500	\$35.00	5.00	\$ 175.00	\$50.00	\$250.00	\$425.00
Levi Jones	CEM-1201	Isuzu Dump	\$35.00	5.00	\$ 175.00	\$50.00	\$250.00	\$425.00
Ryan Butcher	SW-1501	F550 Dump	\$35.00	5.00	\$ 175.00	\$50.00	\$250.00	\$425.00
Randall Atkins	SW-0702	F250 Utility	\$35.00	5.00	\$ 175.00	\$50.00	\$250.00	\$425.00
Joey Tussey	SW-39	Tandum Dump	\$35.00	5.00	\$ 175.00	\$50.00	\$250.00	\$425.00
Kyle Reddick	SS-0706	Ford F250	\$35.00	8.00	\$ 280.00	\$50.00	\$400.00	\$680.00
Austin Riggs	SP-1602	GMC Sierra 3500	\$35.00	8.00	\$ 280.00	\$50.00	\$400.00	\$680.00
Tony Yarbrough	SG-1501	GMC 3500	\$35.00	8.00	\$ 280.00	\$50.00	\$400.00	\$680.00
								Personnel \$6,205.00
								Light Rental \$600.00
								Fence Material \$126.00
								TOTAL PW Invoice \$6,931.00

Electric Division:

Employee	Vehicle #	Vehicle Type	Labor Pay Rate	Hours Worked	Labor Amount	Vehicle Rate	Vehicle Amount	Total Amount
Jacob Hayes	SE-1501	Bucket	\$50.00	5.00	\$250.00	\$ 75.00	\$375.00	\$625.00
Jesse Malone	SE-24	Digger	\$50.00	6.00	\$300.00	\$ 75.00	\$450.00	\$750.00
Mike McKinney			\$50.00	6.00	\$300.00			\$300.00
Dale Lusby			\$50.00	5.50	\$275.00			\$275.00
Mark Trump			\$50.00	5.00	\$250.00			\$250.00
								TOTAL Electric Invoice \$2,200.00

Police Dept.:

Employee	# Hours Worked	Billable Amount 1st 2 hours (\$120)	Additional Billable Amount For Time in Excess of 2 Hours	Total Amount
Travis Oneill	4	\$120.00	\$100.00	\$220.00
Chris Brock	3	\$120.00	\$50.00	\$170.00
Malinda McClain	0.5	\$120.00	\$0.00	\$120.00
Eric Holmes	8	\$120.00	\$300.00	\$420.00
Mark Allen	6	\$120.00	\$200.00	\$320.00
John Wetzel	6	\$120.00	\$200.00	\$320.00
Noah Barber	9.5	\$120.00	\$375.00	\$495.00
Patrick Jenkinson	6	\$120.00	\$200.00	\$320.00
Allison Washburn	5	\$120.00	\$150.00	\$270.00
Tim Cooper	6	\$120.00	\$200.00	\$320.00
Jim Burns	7.5	\$120.00	\$275.00	\$395.00
Steve Drake	6	\$120.00	\$200.00	\$320.00
Dustin Kurilko	6	\$120.00	\$200.00	\$320.00
Jeff Haller	4	\$120.00	\$100.00	\$220.00
Greg Stallard	6	\$120.00	\$200.00	\$320.00
Keith Phillips	4	\$120.00	\$100.00	\$220.00
Daniel Fry	10	\$120.00	\$400.00	\$520.00
Ben Mouch	8	\$120.00	\$300.00	\$420.00
Matt Weithofer	6	\$120.00	\$200.00	\$320.00
Dave Gehringer	7	\$120.00	\$250.00	\$370.00
Mike Mccutchan	6	\$120.00	\$200.00	\$320.00
Summer Short	4	\$120.00	\$100.00	\$220.00
Nate Trout	2	\$120.00	\$0.00	\$120.00
				TOTAL PD Invoice \$7,060.00

Effective this date, the following "Special Events, Community Celebrations, and Food Vendor Operations Administrative Policy" shall apply.

A Minor Special Event is defined as an activity conducted in a public park, or parades, and running/walking events that are conducted within the right-of-way but do not require the closure of a public street.

A Major Special Event is defined as any festival, concert, parade, running/walking events, public performance, or announced public gathering held on a public street, right-of-way, or property of the City, or events that require the closure of a public street.

The following types of activities are exempt from the Special Event permitting process:

- 1) Funeral processions supervised by a licensed mortuary
- 2) Picketing as permitted by City ordinance
- 3) Events officially sponsored by and managed by the City of Lebanon

The City Manager may authorize short-term street closures for minor events such as weddings, school functions, and neighborhood "block parties" in the absence of an event permit when it is determined that due to the time, location, and duration of the event that minimal impact to public safety and welfare will occur.

The City Manager may issue Food Vendor Permits for non special event activities on publicly owned property, such as athletic events, and establish appropriate facility use and utility service fees. A Food Vendor Permit will authorize access to City property and does not relieve the vendor from compliance with applicable food service regulations and licensing requirements. No Food Vendor Permits will be issued that conflict with any facility use agreements or Special Events as defined above.

The City Marketing Coordinator will have primary responsibility for the administration of the special event permitting process. The City Manager is the approval authority for all special event permits.

Sponsors of special events must complete either a Major or Minor Special Event Application. Minor Special Event Applications will be processed and approved by City Staff on a first come-first served basis. Major Special Event Applications must be completed at least 60 days prior to the event and will be presented to the Board of Festivals and Tourism for review and recommendation.

Criteria of Issuance of a Special Event Permit. The City Manager, based on the recommendations of the Board of Festivals of Tourism (for Major Special Events), may issue a permit for a proposed event unless it is determined that:

- The Special Event Permit Application is not complete in all material respects.

- The conduct of the special event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route or will cause significant disturbance to surrounding residents and businesses, or emergency services;
- The conduct of the special event will require the diversion of so great a number of City personnel to properly staff the special event that adequate service cannot be provided to the remainder of the City;
- The conduct of the special event is likely to result in violence to persons or property, causing serious harm to the public;
- The special event is to be held for the primary purpose of advertising a product, goods, or services, and is designed to be held primarily for profit;
- The date or location of the special event is in conflict with an existing event..

Revocation of a Minor/Major Special Event Permit (prior to event): A Special Event Permit may be revoked at the discretion of the City Manager upon a finding that the health or safety of the public is threatened by any emergency, disorder, or other unforeseen condition which has arisen, or if it is determined that information provided in the permit application has been misrepresented or falsified.

Revocation of a Minor/Major Special Event Permit (during event): A Special Event Permit may be revoked at the discretion of the City Manager during the event if it is determined that the safety of the public or City-owned facilities has been placed at risk due to adverse weather conditions, actions by the permit holder or event participants, or any other contingency adversely affecting the health, safety or welfare of the public. The following City staff members have the authority to revoke a special event permit; City Manager, Deputy City Manager, Chief of Police, Fire Chief or Incident Commander acting on behalf of the City Manager. If the Special Event Permit is revoked, the permit holder must take immediate steps to terminate all event activities in an orderly manner.

The applicant, individual or any representative of the organization shall display the permit or carry it upon his/her person during the special event.

City Service Fees:

Event organizers are responsible for all costs associated with City staff and equipment necessary to safely conduct the event as determined by the City. The following rates shall apply for services provided to support a special event:

Labor Charges:

Bureau of Streets & Parks	\$35.00/hr
Division of Electricity	\$50.00/hr
Fire Inspector	\$25.00/hr
EMS	\$50.00/hr (first 2-hrs – per EMS member)
	\$25.00/hr (each additional hour – per EMS member)
	A minimum of 2 EMS staff members is required
Fire Fighter	\$50.00/hr (first 2-hrs – per FF)
	\$25.00/hr (each additional hour – per FF)
	A minimum of 2 fire fighters is required

Police Officer

\$100.00 - (first 2-hours)
\$120.00- (first 2-hours on holidays)
\$50.00/hr (each additional hour)
\$60.00/hr (each additional hour on holidays)

Equipment Charges:

Dump Truck

\$50.00/hr

Electric Bucket Truck

\$75.00/hr

Ambulance or EMS Gator

\$50.00/hr (first 3-hours)


Fire Engine

\$30.00/hr (each additional hour)

\$75.00/hr (first 3-hours)

\$45.00/hr (each additional hour)

Administrative Order No. 4508, dated December 26, 2013, is hereby rescinded.


George P. Clements
City Manager

Copies: All Department Heads